

Bureau of Community and Health Systems Child Care Licensing Division

Child Care Center Orientation

Overview

This orientation will provide you with an overview of the following:

- Laws that apply to child care centers.
- Licensing rules for child care centers effective December 18, 2019.
 - Part 1. General Provisions
 - Part 2. Environmental Health
 - Part 3. Fire Safety
 - Part 4. Transportation
 - Part 5. Swimming



Overview, continued

- Because of time limitations, this orientation only provides an overview of the licensing rules and PA116.
- Compliance with all applicable rules and PA116 is required.
- Contact your licensing consultant if you have any questions.



Laws that Apply to Child Care Centers

- Applicable Laws
 - Child Protection Law
 - Michigan Vehicle Code
 - Natural Resources and Environmental Protection Act (NREPA) - Pesticide Management
 - Americans with Disabilities Act
 - Children's Product Safety Act
 - Public Health Code
- Child Care Organizations Act (1973 PA 116)



Children's Protective Services

Requirements

Child Protection Law (1975 PA 238)

- All personnel and volunteers of a center, are mandated reporters.
- If reasonable cause to suspect child abuse or neglect – it **MUST** be reported.
 - Immediate oral report by calling (855) 444-3911.
 - Written report within 72 hours after the oral report using the form DHS-3200.
- Resources at:
www.michigan.gov/mandatedreporter.



Michigan Vehicle Code (1949 PA 300)

MCL 257.710d and 257.710e

- Requirements for use of child restraint devices, e.g., car seats/booster seats/seat belts.
- Child restraint devices are not required for children transported on a school bus, a multifunction school activity bus or any vehicle designed to carry 16 or more passengers, including the driver.



NRPEA - Pesticide Management (1994 PA 451) MCL 324.8316

- Integrated Pest Management program must be developed and implemented when pesticide application will occur on the premises.
 - Requires annual parent notification that pesticide application occurs.
 - Advance notice prior to each application of pesticides.
 - Indoor application only when rooms will be unoccupied for at least 4 hours.



Americans with Disabilities Act

Americans with Disabilities Act

- Prevents discrimination and exclusion from programs.
- Requires programs to make reasonable modifications that don't cause a fundamental alteration.
- Requires programs to offer services for effective communication that don't cause an undue burden.
- Requires buildings be readily achievable or fully accessible.
- Resources at www.ada.gov.



Children's Product Safety Act

Children's Product Safety Act (219 PA 2000)

- Prohibits use of recalled and unsafe children's products.
- Requires list of recalled and unsafe products to be posted.
- MCCM has list available at www.michigan.gov/mccmatters.
- Resources at www.cpsc.gov.



Child Care Organizations Act, 1973 PA 116, as amended

- **PURPOSE:**
 - Protection of children through licensing and regulation.
- **ESTABLISHES:**
 - Who must be licensed.



1973 PA 116

Department's authority and responsibilities:

- To make rules.
- To assure that conditions exist that are conducive to the welfare of children.
- To inspect and investigate center conditions.



1973 PA 116, continued

Licensee's rights and responsibilities:

- To receive a license when in compliance.
- To maintain rule compliance.
- To receive a copy of the department's findings.
- To appeal the department's licensing decisions.



Definitions, continued

- **Licensee** means a person, partnership, firm, corporation, association, non-governmental organization or local or state government organization that has been issued a license under this act to operate a child care organization.
- **Licensee designee** means the individual designated in writing by the board of directors of the corporation or the by the owner or person with legal authority to act on behalf of the company or organization on licensing matters. The individual must agree in writing to be designated at the licensee designee. All license applications must be signed by the licensee in the case of the individual or by a member of the corporation, company, or organization.

Definitions, continued

- **Personnel** means a licensee, licensee designee, child care staff member and child care aide.
- **Staff** means any compensated employee of a center.

Definitions, continued

- **Child care staff member** means an individual who is 18 years of age or older to whom one or more of the following applies:
 - The individual is employed for compensation, including a contract employee or a self-employed individual.
 - An individual whose activities involve the unsupervised care or supervision of children.
 - An individual who has unsupervised access to children.
 - An individual who acts in the role of a licensee designee or program director.
- **Child care aide** means an individual who is 17 years of age, who provides services and participates with child care activities, who shall not have unsupervised access or provide unsupervised care of children, and who has satisfactorily completed at least one year of vocational-occupational child care aide training program approved by the department.

Definitions, continued

- **Supervised volunteer** means a person 16 years of age or older, who provides service for a child care center that is not compensated, and who is supervised at all times when children are in care.
- **Unsupervised volunteer** means an individual who is 18 years of age or older, who provides service for a child care center that is not compensated, and who has been determined eligible by the department to be unsupervised by children.

Child Care Organizations Act (1973 PA 116)

MCL 722.115n – Comprehensive Background Checks

- All new licensees, licensee designees, program directors, child care staff, unsupervised contractual/self-employed staff and unsupervised volunteers must have a comprehensive background check prior to being hired.
- Please go to www.michigan.gov/ccbc for more information, including forms, tutorials, and more. You can reach the CCBC (Child Care Background Check unit) at 1-844-765-2247.



What is a comprehensive background check?

- A comprehensive background check includes:
 - A fingerprint (FBI/MSP check).
 - NCIC Sex Offender Check.
 - Central Registry Check (CA/N).
 - Disciplinary Action Check.
 - Check criminal and CA/N registry for any states of residence in the past 5 years.



What does contractual staff mean?

- A contractual/self-employed staff member is someone that the center contracts with to provide a service. For example:
 - Early On
 - Hearing and vision screeners through the Health Department
 - Dance teacher/yoga instructor

If contractual staff members are unsupervised with children, they must have a comprehensive background check.



Child Care Organizations Act (1973 PA 116)

MCL 722.115e – Licensee Responsibilities/Arraignments

- The **licensee** must report to the department within 3 business days after he/she has been arraigned or convicted of a “reportable” offense. These offenses are listed in 722.115r and on upcoming slides. (BCAL-1486 can be used)
- **When you, the licensee, hires a person to become a staff member or allow them to be an unsupervised volunteer, you must notify the person of the requirement to report and of the penalties for not reporting.**
 - The fine for not reporting a misdemeanor is imprisonment for not more than 1 year or a fine of not more than \$1,000 or both.
 - The fine for not reporting a felony is imprisonment for not more than 2 years or a fine of not more than \$2,000 or both.

When an employee or unsupervised volunteer reports an arraignment or conviction to you, you must notify the department within 3 days.



Child Care Organizations Act (1973 PA 116)

MCL 722.115e – Employee Responsibilities/Arraignments

- An employee of a center must report to the center within 3 business days after being arraigned or convicted of a “reportable” offense. (BCAL-1486 can be used)
- Arraigned means going to court and having to plead “guilty” or “not guilty” to a criminal charge.
- When in doubt, contact your consultant.



PA116 Reportable Offenses

The following slides include the offenses that must be reported by the licensee following an arraignment or a conviction within three days, or within three days of notification by an employee:

722.115r 3(a):

A felony consisting of 1 or more of the following or any other state or federal equivalent:

- (i) Murder or homicide.
- (ii) Child abuse or child neglect.
- (iii) A crime against a minor child, including, but not limited to, child pornography.
- (iv) Spousal abuse or domestic violence.
- (v) A crime involving rape or sexual assault.
- (vi) Kidnapping.
- (vii) Arson.
- (viii) Physical assault or battery.
- (ix) Human trafficking or involuntary servitude.

722.115r 3(b):

A violent misdemeanor against a child, including, but not limited to, 1 or more of the following crimes:

- (i) Child abuse.
- (ii) Child endangerment.
- (iii) Sexual assault.
- (d) Has been convicted of a misdemeanor involving child pornography.



PA116 Reportable Offenses, continued

From 722.115r(4):

- (a) A felony involving harm or threatened harm to an individual.
- (b) A felony involving the use of a firearm or dangerous weapon.
- (c) A felony involving cruelty or torture of any person.
- (d) A felony involving a substantial misrepresentation of any material fact, bribery, fraud, larceny, embezzlement, theft, home invasion, breaking and entering, receiving and concealing stolen property or a crime of similar statute.
- (e) A felony involving operating a motor vehicle while intoxicated or impaired causing serious injury or death.
- (f) A felony involving the use of a computer or the internet to commit a crime.
- (g) A felony involving cruelty to animals, including, but not limited to, fighting, killing, torturing, and abandoning.
- (h) A felony involving aggravated stalking, aggravated indecent exposure, indecent exposure by a sexually delinquent person, pandering, transporting an individual for prostitution, and keeping, maintaining, or operating a house of ill fame.
- (i) A felony as a habitual offender.



PA116 Reportable Offenses, continued

Per 722.115r(5): A felony drug offense (including attempt or conspiracy to commit a felony drug offense.)

Per 722.115r(6):

- (a) A misdemeanor involving operating under the presence of a controlled substance, use or possession of a controlled substance, and selling or furnishing a controlled substance to a minor.
- (b) A misdemeanor involving using computers to commit a crime, a substantial misrepresentation of a material fact, embezzlement, breaking and entering, and any other fraudulent crime except retail fraud in the third degree, petty theft, or shoplifting.
- (c) A misdemeanor involving stalking, assault, spousal abuse, domestic violence, weapons offense, harboring runaways, aiding and abetting, and arson.



Licensee Responsibilities

Have in a place accessible and visible to parents:

- Current license and the letter extending the license beyond the expiration date, if applicable.
- Copy of the current Licensing Rules for Child Care Centers and any variances granted.
- Notice stating that center requires a comprehensive background check on its employees and unsupervised volunteers.

Licensee Responsibilities, continued

All centers must maintain a licensing notebook.

- It must include **all** licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last five years.
- It must also include a summary sheet outlining all the reports and CAPs. The Licensing Notebook Summary Sheet (BCAL-5052) may be used.
- It must be in a place accessible to parents and prospective parents at all times during the center's normal hours of operation.

Licensee Responsibilities, continued

- The actual number and ages of children in care at any time must never exceed the number and ages of children for which the center is licensed.
- The licensee or designee shall maintain accurate records detailing arrival and departure times for each child care staff member, child care aide, and volunteer.
- A child shall only be released to persons authorized by the child's parent or guardian.
- A child shall be released to either parent or the child's guardian, unless a court order prohibits release to a particular parent. The court order must be on file at the center.

R400.8110



CUSTOMER DRIVEN. BUSINESS MINDED.

Licensee Responsibilities, continued

- Within five business days, the licensee shall notify the department of the separation of a licensee designee, program director, or a central administrator and a plan for replacement of the individual.
- Written approval from the department must be obtained before making any changes in the terms of the license, including but not limited to,
 - Adding use space.
 - Changing age groups served.
 - Changing program components.
 - Changing the capacity of the center.
 - Making changes to a room or well-defined space that will result in a change in capacity of the room or well-defined space.

Licensee Responsibilities, continued

All records must be retained for 2 years, except:

- The name, address and telephone number for each child enrolled and each employee for at least 2 years after they have left the center.
- Staff/volunteer health records and documentation of qualifications retained until that person has left the center.
- Licensing notebook maintained and retained until the license is closed.

Licensee Responsibilities, continued

- Smoking and vaping must not occur in or during both of the following:
 - In the child care center or on real property that is under the control of the center and upon which the center is located.
 - On field trips and in vehicles when children are present.
- A center shall post a notice in a place accessible and visible to parents, staff, and visitors, stating that smoking and vaping are prohibited in the center and on the center's property.

Licensee Responsibilities, continued

- Cooperate with any state or local department/agency in connection to inspections and investigations related to the center license.
- Assure information provided is accurate and truthful.
- Provide access to all relevant records, materials and staff.

Child Care Organizations Act (1973 PA 116)

MCL 722.113f – “High Risk” Investigation

- Notification to parents when there is a “high risk” investigation (child abuse or neglect allegations).
- DHHS (CPS) will provide you with written notification that you can share with parents.
- Licensing will verify that parents were notified.



All Program Directors

- **Early childhood program director** means the program director of a center serving children of all ages.
- **School-age program director** means the program director of a center serving only school-age children.
- Be present in the center:
 - Full-time for programs operating less than 6 continuous hours.
 - 50% of time children in care for programs operating more than 6 continuous hours, but at least 6 hours.
- When absent, the program director must designate a staff member to be in charge.

R400.8101, 8103, 8113



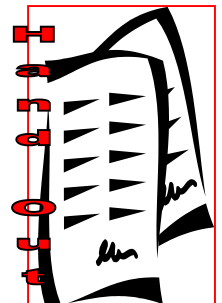
All Program Directors, continued

- A substitute program director must be appointed if a program director leaves employment or has a temporary absence that exceeds 30 consecutive workdays.
 - A substitute program director shall at least meet the qualifications of lead caregiver.
 - The department shall be notified when a substitute program director is appointed.

All Program Directors

- Before hiring a new program director, a center must submit the credentials of the proposed program director to the department for review and approval.
 - Complete the Child Care Licensing Information Request Form (BCHS- CC 001) and complete a fingerprint/comprehensive background check.
 - Submit credentials.
- The consultant will make sure person is qualified by credential review.

R400.8113



All Program Directors

Requirements:

- At least 21 years of age.
- High school diploma or GED.
- Education requirements approved by licensing prior to hiring as program director.

All Program Directors

- Education must include 2 semester hours or 3 CEUs in child care administration or have an administrative credential approved by the department.
- The program director may also use 30 hours of administrative training from MiRegistry to meet these requirements.
- A program director is exempt from this requirement if the administrative duties are handled by a central administrator AND the central administrator meets the requirements above.

Early Childhood Program Director

Early childhood program director must meet 1 of the following qualifications:

Education	Coursework in Early Childhood Education or Child Development	Hours of Experience
(a) Bachelor's degree or higher in early childhood education or child development		
(b) Bachelor's degree or higher in a child-related field with	18 semester hours with	480 hours
(c) Montessori credential with	18 semester hours with	480 hours
(d) Associate's degree in early childhood education or child development with	18 semester hours with	480 hours
(e) Valid child development associate credential with	18 semester hours with	960 hours
(f) 60 semester hours with	18 semester hours with	1920 hours

R400.8113



CUSTOMER DRIVEN. BUSINESS MINDED.

School-Age Program Director

School-age program directors must meet 1 of the following qualifications:

Education	Coursework in Child-Related Field	Hours of Experience
(a) Bachelor's degree or higher in child related field		
(b) Montessori credential with	12 semester hours with	480 hours
(c) Associate's degree in a child related field with		480 hours
(d) Valid Michigan school-age/youth development credential with	12 semester hours with	480 hours
(e) Valid child development associate credential with	12 semester hours with	480 hours
(f) 60 semester hours with	12 semester hours with	720 hours
(g) High school diploma/GED with	6 semester hours with	2880 hours

R400.8113



CUSTOMER DRIVEN. BUSINESS MINDED.

Lead Caregiver

- At least 1 lead caregiver must be assigned to each group of children in self-contained or well-defined space.
- Lead caregivers are required for groups of children who are preschool age and younger.
- Be present and providing care:
 - Full time for programs operating less than 6 continuous hours.
 - At least 6 hours a day for programs operating 6 or more continuous hours.

Lead Caregiver, continued

- Requirements:
 - Be at least 19 years of age.
 - High school diploma or GED.



R400.8122



CUSTOMER DRIVEN. BUSINESS MINDED.

Lead Caregiver

The qualifications of lead caregiver must also meet one of the following:

Education	Coursework in early childhood education, child development or child-related field	Hours of Experience
(a) Bachelor's degree or higher in early childhood education, child development or a child-related field		
(b) Montessori credential with		480 hours
(c) Associate's degree or higher in early childhood education or child development		
(d) Valid child development associate credential with		480 hours
(e) High school diploma/GED with	12 semester hours with	960 hours
(f) High school diploma/GED with	12 semester hours, 18 CEUs or a combination to equal 180 clock hours with	1920 hours
(g) High school diploma/GED with	6 semester hours, 9 CEUs or a combination to equal 90 clock hours with	3840 hours

R400.8122



CUSTOMER DRIVEN. BUSINESS MINDED.

Lead Caregiver, continued

- Lead caregivers qualified under subrule (5), Table 3, row (g) of this rule, have 2 years from date of hire in this position to obtain an additional 6 semester hours, 9 CEU's, or a combination to equal 90 clock hours, or 90 hours from MiRegistry.
- Lead caregivers for infants and toddlers shall have 3 semester hours, 4.5 CEU's, or 45 hours of MiRegistry approved infant and toddler development and care practices within 6 months of hire.
- A substitute for a lead caregiver shall be appointed for a lead caregiver who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement.
 - A substitute lead caregiver has 90 days to meet the qualifications of a lead caregiver.

Staff and Volunteer Requirements

- All staff and volunteers shall provide appropriate care and supervision of children at all times.
- All staff and volunteers shall act in a manner that is conducive to the welfare of children.
- All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care.
 - A copy of the clearance must be on file at the center.

Staff and Volunteer Requirements, continued

- A licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care.
 - The policy must include a statement that any individual registered on the PSOR is prohibited from having contact with any child in care.
- A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following:
 - The individual is aware that abuse and neglect of children is against the law.
 - The individual has been informed of the center's policies on child abuse and neglect.
 - The individual knows that all staff and volunteers are required by a law to immediately report suspected abuse and neglect to children's protective services.

Staff and Volunteer; Tuberculosis

- The center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis.
 - Verification of TB status is required within 1 year before employment or volunteering.

Professional Development

- The center shall provide an orientation about the center's policies and practices and these administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children.
- Child care staff members shall have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.
- Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma, and child maltreatment, and recognition and reporting of child abuse and neglect.

Professional Development, continued

- Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.

Professional Development, continued

- Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:
 - Administration of medication.
 - Prevention of and response to emergencies due to food and allergic reactions.
 - Building and physical premises safety.
 - Emergency preparedness and response planning.

Professional Development, continued

- Training, continued:
 - Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
 - Precautions in transporting children, if applicable.
 - Child development.

Professional Development, continued

- All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:
 - Child development and learning.
 - Health, safety, and nutrition.
 - Family and community collaboration.
 - Program management.
 - Teaching and learning.
 - Observation, documentation, and assessment.
 - Interactions and guidance.
 - Child care center administrative rules.

Professional Development, continued

- A center may count CPR and first aid training for up to two hours of the annual professional development hours in the year taken.
- An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules.
- On-line trainings and correspondence courses must have an assessment of learning.

Professional Development, continued

- All child care staff members who work directly with children are required to be trained in first aid and pediatric, child, and adult cardiopulmonary resuscitation (CPR) within 90 days of being hired.
- Prior to issuing a license to operate a child care center, and prior to the renewal of a license, the department shall verify that at least 50% of the child care staff members who work directly with children are currently certified in first and pediatric, child, and adult CPR
 - Each of these child care staff members first aid and CPR certificates must be valid and retained on file in the center.

Professional Development, continued

- Verification of required professional development must be kept on file at the center or online at MiRegistry.
 - Verification must be
 - Issued from the training organization or trainer.
 - Include the date of the course.
 - The name of the training organization or trainer.
 - The topic covered.
 - The number of clock hours.

Professional Development, continued

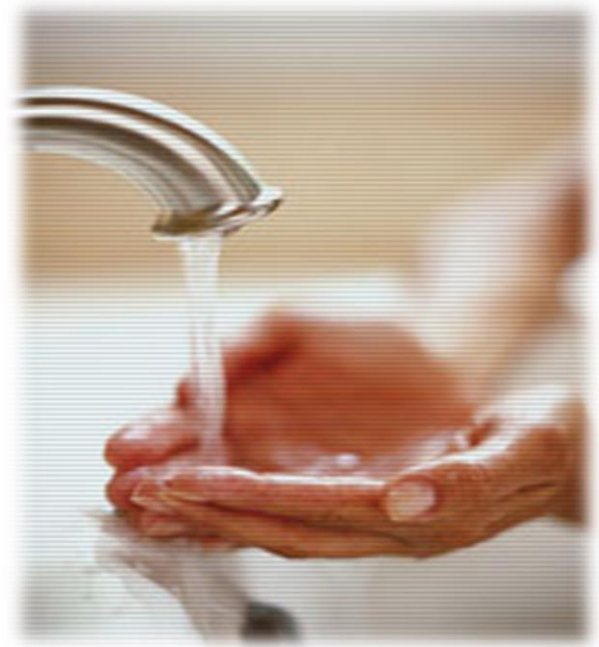
- When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety document or a new health and safety training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

Hand Washing

- Hand washing: Cleanse hands with soap and warm running water for at least 20 seconds.
- Specifies when hand washing is required for staff, volunteers and children.
- Staff may wash children's hands with non-toxic disposable wipes in the following situations:
 - When the child is too heavy to hold for handwashing.
 - When the child cannot stand safely at the sink.
 - When the child is not developmentally ready to hold his or her head.
 - When the child has a special need, so the child is not able to wash his or her own hands.

Hand Washing, continued

- Hand washing guidelines must be posted in food preparation areas, toilet rooms and by all hand washing sinks.



R400.8134



CUSTOMER DRIVEN. BUSINESS MINDED.

Discipline



Staff must use positive methods that encourage:

- Self-control
- Self-direction
- Self-esteem
- Cooperation

Discipline, continued

All of the following means of punishment are prohibited:

- Hitting, spanking, shaking, biting, pinching, corporal punishment.
- Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
- Restricting child's movement by binding or tying.
- Inflicting mental or emotional punishment, such as humiliating, shaming or threatening.
- Depriving a child of meals, snacks, rest, or toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
- Time out must not be used for children under 3 years of age.

R400.8140



CUSTOMER DRIVEN. BUSINESS MINDED.

Discipline, continued

- Written discipline policy required.
 - Copy to staff
 - Copy to parents
- Policy must specify age appropriate discipline.



R400.8140



Children's Records

- Complete Child Information Record
 - Updated when center aware information has changed or at least annually.
- Immunization records
 - Immunizations must be reported to DHHS for all children enrolled using the method established by DHHS by October 1 of each year. Required by the Public Health Code.



R400.8143



CUSTOMER DRIVEN. BUSINESS MINDED.

Children's Records, continued

- Within 30 days of initial attendance, a physical evaluation:
 - Completed within past 3 months for infants.
 - Completed within past 6 months for toddlers.
 - Completed within past year for preschoolers.
- Physical evaluations updated:
 - Yearly for infants and toddlers.
 - Every 2 years for preschoolers.
- Signed statement for school-age children signed by parent confirming the following:
 - The child is in good health with activity restrictions noted.
 - The child's immunizations are up-to-date.
 - The immunization record or appropriate waiver is on file with the child's school.

R400.8143



CUSTOMER DRIVEN. BUSINESS MINDED.

Children' Records, continued

- A center that enrolls a homeless child pursuant to the section 722 of the McKinney-Vento homeless education assistance improvements act of 2001, as amended by 9102 of the every student succeeds act, 42 USC 11432, shall not be cited for non-compliance when a homeless child is unable to produce health and immunization records.
 - The licensee shall file any documentation of referring a child to the local educational agency liaison for homeless children and youths.
- A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time.
 - Electronic records may be used. They must be available to the department at the time of the inspection.

Children's Records, continued

- A parent's written permission for the child's participation in field trips must be obtained at the time of enrollment or before each field trip and kept on file at the center.
- Parents shall be notified before each field trip.

Information Provided to Parents

Written information packet provided to parents.

Written verification that parents have received the packet must be kept on file. Packet includes:

- Admission/withdrawal criteria.
- Schedule of operation.
- Fees.
- Discipline policy for children.
- Food service policy.

Information Provided to Parents, continued

Written information packet includes:

- Program philosophy.
- Daily routine.
- Plan to notify parents of accidents, injuries, incidents, illnesses.
- Transportation policy, if applicable.
- Medication policy.
- Exclusion policy for child illnesses.
- Notification of the Licensing Notebook.
- The website where parents can access these rules is www.michigan.gov/michildcare.

R400.8146



Information Provided to Parents, continued

- Notification of the licensing notebook must include all of the following:
 - The center maintains a licensing notebook of all licensing inspection reports and special investigation reports and related corrective action plans for the last 5 years.
 - The licensing notebook is available to parents for review during regular business hours.
 - Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at: www.michigan.gov/michildcare. (The website address must be in **bold** print.)

Information Provided to Parents, continued

- For parents of infants and toddlers, and upon request of a parent of a child with special needs, a center shall provide a written daily record that includes at least all the following information:
 - Food intake – time, type of food and amount eaten.
 - Sleeping patterns – when & how long a child slept.
 - Elimination patterns, including bowel movements, consistency and frequency.
 - Developmental milestones.
 - Changes in a child's usual behavior.

Medication

- Medication, prescription or nonprescription, must be given to a child by a child care staff member only.
- A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.
- All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.
- Prescription medication must have the pharmacy label indicating:
 - the physician's name,
 - child's first and last name,
 - instructions,
 - name and strength of the medication, and
 - must be given according to those instructions.

R400.8152



Medication, continued

- A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
- A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
- A child care staff member shall not add medication to a child's bottle, beverage, or food, unless indicated on the prescription label.

Medication, continued

- Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.
- A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department.
 - One form per medication is required.
 - The signature of the child care staff member administering the medication must be included.

Child Accidents and Incidents; Child and Staff Illness

- The center must develop and implement a plan for notifying parents when:
 - Changes in the child's health are observed.
 - A child has an accident, injury or incident.
 - When a child is too ill to remain in the group.
- A child too ill to remain in the group must be put in a separate area, cared for and supervised until parent arrives.



R400.8155



Child Accidents and Incidents; Child and Staff Illness, continued

- All items and facilities used by an ill child or adult cannot be used by another person until washed, rinsed, and sanitized.
- If a staff member, volunteer, or child in care contracts a communicable disease, parents must be notified of:
 - The name of the communicable disease.
 - Symptoms of the disease.
 - Prevention measures as recommended by the U.S. Centers for Disease Control and Prevention (CDC) as the following website:
 - <https://www.cdc.gov/DiseasesConditions>.
- A center shall have a written policy detailing when children, staff, and volunteers will be excluded from the center due to illness.

Incident, Accident, Injury, Illness, Death, Fire Reporting

- In the event of the death of a child in care, a licensee, a licensee designee, or a program director shall do both of the following:
 - Immediately report it, in-person, or via phone, directly to the child's parent.
 - Report it to the department within 24 hours, via phone.
- A licensee, licensee designee, or program director, shall report to the child's parent and the department, directly or via phone, fax, or email, within 24 hours of the occurrence of any of the following:
 - A child is lost or unsupervised.
 - An incident involving an allegation of inappropriate contact.
 - A fire on the premises of the center that requires the use of fire suppression equipment or results in the loss of life or property.
 - The center is evacuated for any reason.

R400.8158



CUSTOMER DRIVEN. BUSINESS MINDED.

Incident, Accident, Injury, Illness, Death, Fire Reporting, continued

- A licensee, licensee designee, or program director, shall report to the department, via phone, fax, or email, within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.
- A licensee, licensee designee, or program director shall submit a written report to the department of the occurrences outlined in subrules (1), (2) and (3) of this rule in a format provided by the department, within 72 hours of the verbal report to the department.
- A licensee, licensee designee, or program director shall keep a copy of the report on file at the center.

Emergency Procedures

- Written procedures must be developed and implemented for the following:
 - Fire.
 - Tornado.
 - Other natural or man-made disasters.
 - Serious accident, illness or injury.
 - Crisis management including, but not limited to:
 - intruders,
 - active shooters,
 - bomb threats and
 - other man-made events.



R400.8161



Emergency Procedures, continued

Written emergency procedures must include all of the following plans:

- Evacuation.
- Safely moving children to a relocation site.
- Shelter-in-place.
- Lockdown.
- For contacting parents and reuniting families.
- For how each child with special needs will be accommodated during each type of emergency.
- For how infants and toddlers will be accommodated during each type of emergency.
- For how children with chronic medical conditions will be accommodated during each type of emergency.

R400.8161



Emergency Procedures, continued

- Fire, tornado, other natural and man-made disaster and serious accident/illness/injury plans must be posted in a place visible to staff and parents.
- Crisis management plans must be in a place known and easily accessible to staff.

Emergency Procedures, continued

- A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.
- A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.
- A written log indicating the date and time of fire and tornado drills must be kept on file at the center.

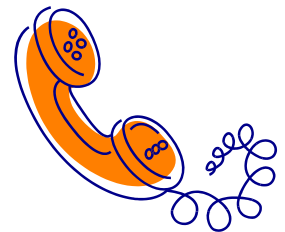
Emergency Procedures, continued

- Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures listed above.
- If cribs are used in emergency evacuations, then all doors within the means of egress must be wide enough to readily accommodate the crib evacuation.

Telephone Service

- An operable phone must be available, accessible in the building during the hours the center is in operation.
- When open, the center must provide a telephone number known to the public and available to parents to provide immediate access to center.
- Emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and two main cross streets, must be conspicuously posted in a place visible to staff.

R400.8164



Indoor Space

- Center must have at least:
 - 50 sq. ft. per child aged birth until 30 months (infants and toddlers).
 - 35 sq. ft. per child aged 30 months and older (preschoolers and school-agers).
- Indoor space square footage does not include:
 - Hallways.
 - Bathrooms.
 - Reception and office areas.
 - Kitchens.
 - Storage areas and closets.
 - Areas used exclusively for resting, sleeping, or eating, except for infants and toddlers.

Indoor Space, continued

- A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space.
 - Only space that has received prior approval for child use by the department may be used for child care.

Outdoor Play Area

Daily outdoor play required for children in care for more than 3 continuous hours, including infants, unless:

- Inclement weather.
- Other weather conditions that could result in children becoming overheated or excessively chilled.



R400.8170



Outdoor Play Area, continued

- At least 1,200 sq. feet is required.
 - More than 1,200 may be required if the area is not large enough to accommodate the number of children in the center.
- If outdoor play area is not available adjacent to the center, an alternate location may be used with department approval. The outdoor space must meet all of the following requirements:
 - The area must be easily accessible by a safe walking route.
 - The play area must be inspected before each use to ensure that no hazards are present.
 - The location of the alternative play area must be specified in writing to the department.

Outdoor Play Area, continued

- There must be a shaded area to protect children from excessive sun exposure, when necessary.
- The outdoor play area must be in a safe location.
- The outdoor play area must be protected from hazards, when necessary, by a fence or natural barrier that is at least 48 inches in height.

R400.8170



CUSTOMER DRIVEN. BUSINESS MINDED.

Outdoor Play Area, continued

- Children shall only use age-appropriate equipment.
- An outdoor play area and any equipment located on the center's premises must be maintained in a safe condition and inspected daily before use to ensure that no hazards are present.

Outdoor Play Area, continued

- The playground equipment, use zones, and surfacing in the outdoor play area must:
 - Be inspected by a certified playground safety inspector.
 - Have an approval granted for playground equipment and areas used
 - before issuance of an original license,
 - upon request of the department, and
 - before using any newly added playground equipment.
 - The center shall provide documentation of the inspection to the department upon request and shall keep it on file at the center.

Outdoor Play Area, continued

- School-age centers operating in school buildings approved by the Michigan department of education are exempt from the requirement above, provided the licensee informs parents, in writing at the time of enrollment, if the center plans to use a public school's outdoor play area and equipment that do not comply with the requirement above.

Outdoor Play Area, continued

- All pieces of playground equipment that have an elevated playing or climbing surface, regardless of the height of the playing or climbing surface, must be surrounded by a shock absorbing surface and meet the guidelines defined by the Consumer Product Safety Commission (CPSC) Handbook for Public Playground Safety, which is available at no cost at www.cpsc.gov.
- The shock absorbing surface material may be either unitary or the loose-fill type. An exception to this rule is provided for natural playgrounds.
- Shock-absorbing surfacing materials are not required for equipment that requires a child to be standing or sitting on the ground during play.
- Loose-fill surfacing material must not be installed over concrete or asphalt.

Outdoor Play Area, continued

- The depth of the loose-fill surface material must be restored to its required depth when it has moved or becomes otherwise compromised.
- If children's wheeled vehicles and pull toys are used, then a suitable surface must be provided for their use.

Outdoor Play Area, continued

- Natural playground defined:
 - An outdoor play area that blends natural materials, features and vegetation.
- It may include items such as:
 - Logs and stumps.
 - Wood pieces, sticks.
 - Trees, hills and grassy areas.
 - Gardens.

Outdoor Play Area, continued

- Materials used on a natural playground must not be in the use zones for other playground equipment.
- The elevated playing surface of material used on a natural playground must not exceed 30 inches.
- Materials used on a natural playground with elevated playing surfaces must not be installed over concrete or asphalt.
- Surfacing materials are not required under elevated playing surfaces on a natural playground.

Equipment

- A center shall not use equipment, materials, and furnishings recalled or identified by the CPSC as being hazardous.
- The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by the children's product safety act.
- Materials that have a warning label indicating they are toxic for children, or to keep out of reach of children, must not be used by children.

Equipment, continued

- Play equipment, materials, and furniture, must be all of the following:
 - Appropriate to the developmental needs and interests of children.
 - Safe, clean, and in good repair.
 - Child-sized or appropriately adapted for a child's use.
 - Easily accessible to the children.
- A center shall provide a minimum of 3 play spaces per child multiplied by the number of children the center is licensed to serve.
- A minimum of 2 playspaces must be accessible per child in attendance on any given day during child-initiated activity time.

Equipment, continued

- Children shall have access to equipment and materials in the following areas on a daily basis:
 - Large and small muscle activity.
 - Sensory exploration.
 - Social interaction and dramatic play.
 - Discovery and exploration.
 - Early math and science experiences.
 - Creative experiences through art, music, and literature.
- A current and accurate equipment inventory must be provided to the department before issuance of the original license and updated and made available at each renewal.

Equipment, continued

- A first aid kit must be readily accessible to staff and securely stored in the center.
- A rocking chair or other comfortable, adult-sized seating must be provided for 50% of the child care staff members on duty who are providing infant and toddler care.
- Trampolines and bounce houses must not be used by children in care at the child care center.

Sleeping Equipment

- All bedding and sleeping equipment must be appropriate for the child, clean, comfortable, safe, and in good repair.
- Heavy objects that could fall on a child, such as shelving and televisions, must not be above sleeping equipment.

Sleeping Equipment, continued

- A cot or a mat and a sheet or blanket of appropriate size must be provided as follows:
 - For all preschoolers 3 years of age and older in care for 5 or more continuous hours.
 - For any child in care who regularly naps.
 - And upon a parent's request for any child in care.

Sleeping Equipment, continued

- Cots and mats must be constructed of a fabric or plastic that is easily cleanable.
- All sleeping equipment and bedding must be washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.

Sleeping Equipment, continued

- When sleeping equipment and bedding are stored, both of the following apply:
 - Sleeping surfaces shall not come in contact with other sleeping surfaces.
 - Bedding must not come in contact with other bedding.
- All occupied cribs, porta-cribs, cots, and mats must be placed in such a manner that there is a free and direct means of egress and must be spaced as follows:
 - Cribs and porta-cribs must be at least 2 feet apart. Cribs or porta-cribs with solid-panel ends may be placed end-to-end.
 - Cots and mats must be at least 18 inches apart.

Program

- **Media** means the use of electronic devices with a screen, including but not limited to: televisions, computers, tablets, multi-touch screens, interactive white boards, mobile devices, cameras, movie players, e-book readers, and electronic game consoles.
- **Interactive media** means media designed to facilitate active and creative use by children and to encourage social engagement with other children and adults.
- **Non-interactive media** means media that is used passively by children and adults.

Program, continued

- A typical daily routine must be posted in a place visible to parents.
- Program must include daily learning experiences appropriate to the developmental level of the children and designed to develop:
 - Physical development.
 - Social development.
 - Emotional development.
 - Cognitive development.

Program, continued

- The program must be planned to provide a flexible balance of all of the following experiences:
 - Quiet and active.
 - Individual and group.
 - Large and small muscle.
 - Child initiated and staff initiated.

Program, continued

- Developmentally appropriate experiences must be designed so that throughout the day each child has opportunities to all of the following:
 - Practice social interaction skills.
 - Use materials and take part in activities that encourage creativity.
 - Learn new ideas and skills.
 - Participate in imaginative play.
 - Participate in developmentally appropriate language and literacy experiences.
 - Participate in early math and science experiences.
 - Be physically active.

Program, continued

- When media are used with children 2 years of age and older all of the following must apply:
 - Activities must be developmentally appropriate.
 - Use of non-interactive media must not exceed 2 hours per week per child.
 - When media are available for children's use, other activities must also be available to children.
- An exception to the requirements above may be made under the following conditions:
 - School-age children using computers and any other electronic devices for academic and educational purposes.
 - Children using assistive and adaptive technology.

R400.8179



CUSTOMER DRIVEN. BUSINESS MINDED.

Program, continued

- For children with special needs, care must be provided according to the child's needs as identified by parents, medical personnel, or other relevant professionals.
- Parents may visit the center during hours of operation for the purpose of observing their children.

Program, continued

Provide opportunities for children to participate in developmentally appropriate language and literacy experiences, such as:

- Looking at books with children.
- Reading (individually, in groups, during story time, etc.).
- Felt board stories.
- Show and tell and circle time.
- Verbal interactions.
- Singing and other music experiences.
- Playing games.
- Writing activities.
- Dramatic play activities.
- Finger plays.



R400.8179



Program, continued

Provide opportunities for children to participate in early math and science experiences, such as:

- Counting.
- Sorting, classifying and sequencing.
- Baking/cooking activities.
- Setting the table, folding laundry.
- Matching games and puzzles.
- Water and sand play.
- Sensory activities.
- Exploring the outdoor environment.



R400.8179



CUSTOMER DRIVEN. BUSINESS MINDED.

Ratios and group size requirements

- At least 2 adults, 1 who is a child care staff member, required when 3 or more children aged birth to 3 years are present. A second child care staff member is required when needed to comply with child care staff member-to-child ratios.
- At least 2 adults, 1 who is a child care staff member, shall be present when 7 or more children over 3 years of age are present. A second child care staff member is required when needed to comply with child staff member-to-child ratios.
- If there are children of mixed ages in the same room or well-defined space, ratio and group size is determined by age of youngest child.

***Remember:** These apply also when taking children off the premises.

Ratio and group size requirements, continued

Group	Age	Ratio
Infant and Toddler	Birth until 30 months	1:4
Preschool	30 months until 3 years	1:8
Preschool	3 years until 4 years of age	1:10
Preschool	4 years until school-age	1:12
School Age	Eligible to attend kindergarten until 13 years	1:18

R400.8182



CUSTOMER DRIVEN. BUSINESS MINDED.

Ratio and group size requirements, continued

When developmentally appropriate and with written parental permission:

- Children who have reached 33 months of age may be enrolled in a 3-year-old classroom.
- Children who have reached 45 months of age may be enrolled in a 4-year-old classroom.
- Children who have reached 57 months of age but who are not considered a school-ager may be enrolled in a school-age classroom.

The ratios for the classroom age the child is enrolled in apply.

Ratio and group size requirements, continued

- Group size means the specified number of children assigned to a child care staff member or team of child care staff members occupying an individual classroom or well-defined space for each group within a larger room. Two or more groups may be combined for collective activities as long as child care staff member-to-child ratios are maintained in the room or area.

Group	Ages	Group Size
Infants & Toddlers	Birth until 30 months	12
Preschoolers	30 months until 3 years	16

R400.8101, 8182



Ratio and group size requirements, continued

- Well-defined space can be created by:
 - Placement of moveable room dividers (fire safety approved).
 - Equipment, shelves, floor coverings.
- Each well-defined space must:
 - Meet the square footage requirements for the maximum number of children in the group.
 - Have adequate equipment for the children using that space.

Sleeping, resting and supervision

- The center must provide naptime or quiet time when children under school-age are in attendance 5 or more continuous hours.
- The center must provide opportunities to rest for children under age 3 regardless of the number of hours in care.
- Quiet activities must be provided for children who do not fall asleep.
- Adequate soft lighting needed to allow the caregiver to assess children.

FIRE SAFETY



CUSTOMER DRIVEN. BUSINESS MINDED.

Plans and specifications; submissions; approvals; inspections

- Plan review by the BCHS, Health Facilities Division, Engineering Section is required for proposed centers, additions, alterations, and remodeling.
- Projects with a total cost of \$15,000 or more require sealed architectural plans.
- Written approval shall be obtained from the department before initiating any construction.



R400.8510



CUSTOMER DRIVEN. BUSINESS MINDED.

Plans and specifications; submissions; approvals; inspections

- Fire inspections by the bureau of fire services or a department-approved QFI required before issuance of original license and every 4 years thereafter at renewal.
- Fuel-fired furnace and water heater inspections required at original licensure and every 2 years at renewal.
- Boilers must have current certification from LARA.
- Electric water heaters and electric heat (baseboard or forced air) do not require an inspection at renewal.

R400.8510



CUSTOMER DRIVEN. BUSINESS MINDED.

Plans and specifications; submission; approval;
inspections

New (fuel-fired and electric) furnace and water heater installations must be inspected:

- By the local mechanical inspecting authorities at the time of installation.

R400.8510



CUSTOMER DRIVEN. BUSINESS MINDED.

Interior finishes

- Combustible materials and decorations may be displayed on walls, not to exceed 20% of each wall in each room.
- Combustible materials and decorations suspended from or near the ceiling are prohibited.

Exits

- Each occupied floor shall have not less than 2 approved exits directly to the outside with proper termination to grade.
- Travel distance to an exit shall be as follows:
 - For infants and toddlers, the travel distance must be 50 feet or less from the door of the room to the exit.
 - For preschoolers and school-agers, the travel distance must be 100 feet or less from the door of the room to the exit.

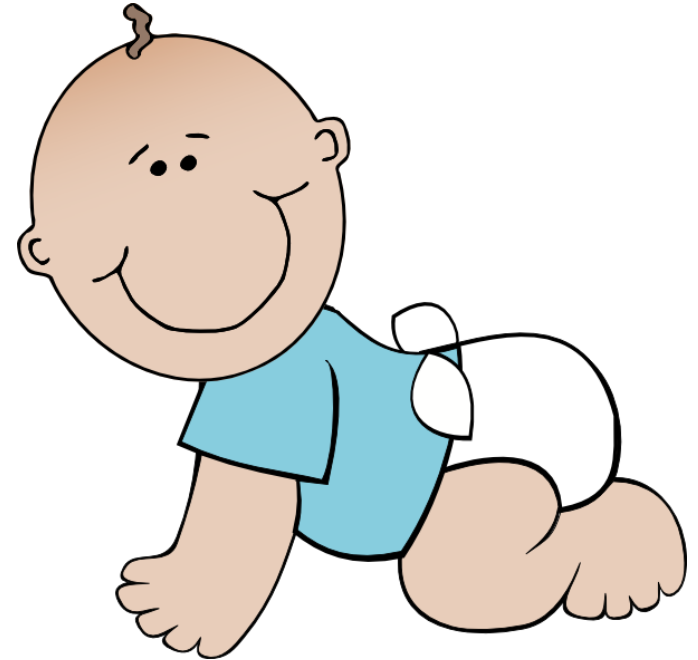


R400.8525



Exits, continued

- Newly licensed centers with infant and toddlers must have exits with proper termination and within 30 inches of grade or exits properly ramped to grade.



Exits, continued



- Exterior exits must be identified with an exit sign.
- Exit signs must be:
 - Distinctive in color.
 - Provide contrast with decorations, interior finish, or other signs.
 - Have the word “EXIT” in
 - plain, legible letters,
 - not less than 6 inches high,
 - on a background of contrasting color,
 - with strokes not less than $\frac{3}{4}$ inch wide;
 - the word “EXIT” shall have letters that are not less than 2 inches wide except the letter “I”.

Exits, continued

- When nighttime care is provided, the center must have exits with proper termination and within 30 inches of grade or exits properly ramped to grade.
- When nighttime care is provided, exit signs shall be illuminated and emergency lighting provided at exits.

Exits, continued

- Exit signs shall be internally or externally illuminated at all times. To ensure continued illumination for a duration of not less than 90 minutes, in case of primary power loss, the sign illumination means shall be connected to an emergency power system provided from storage batteries, unit equipment, or an on-site generator.
- ❖ The fire safety group states that the above applies to new facilities, facilities that are undergoing construction, and for any of the following modifications: adding new space, change of use space, increase of capacity, and any modification that would require a QFI/Fire Safety to be involved.

Hazard Areas

- The storage of combustible or flammable materials in a heating plant room or enclosure is prohibited.
- Combustible materials are items that will readily ignite when subjected to flame.
- Check TA manual for a list of combustible materials.
 - www.michigan.gov/michildcare.
- Flammable gases, gasoline and gasoline-powered equipment are prohibited in the center without substantial fire resistive separation.

Hazard Areas, continued

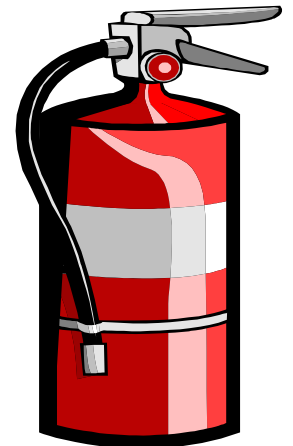
- Dryer vents must be metal and vented completely to the exterior.
- All appliances and equipment must be installed and maintained to manufacturer's specifications.
- Centers must be kept free of all conditions that constitute a fire safety hazard.

Fire alarm

- In centers with more than 4 child-occupied rooms, excluding bathrooms, or in centers licensed for more than 60 children, an approved fire alarm system shall be installed and maintained in compliance with NFPA-72.

Smoke Detector; Carbon Monoxide Detector/Fire Extinguisher

- If a fuel-fired heating system, carbon monoxide detectors are required on all levels approved for child use and in each use area covered by a different furnace zone.
- A 2A – 10BC rated fire extinguisher:
 - Is required in or adjacent to the kitchen and heat plant room.
 - May be required in additional areas if determined necessary by BFS based on size, capacity and other factors of the center.
 - Must be properly mounted, inspected and maintained.
 - Must have a tag with the date of last inspection/service and initials of person performing the service.

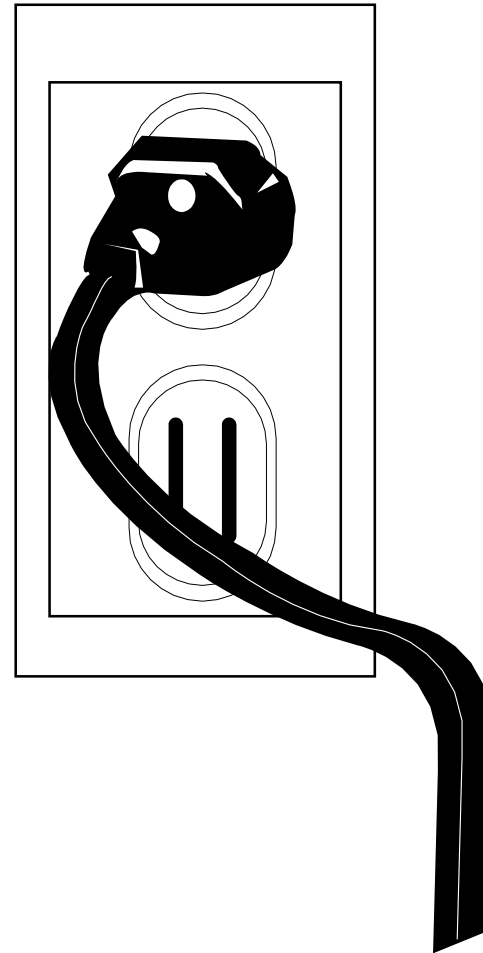


R400.8540, 8545



Electrical service

- Electrical inspections may be required when warranted.
- Electrical outlets must be inaccessible to children under school age.
- If used, power strips must be equipped with surge protectors and must not be longer than 6 feet or be connected to another power strip.



R400.8550



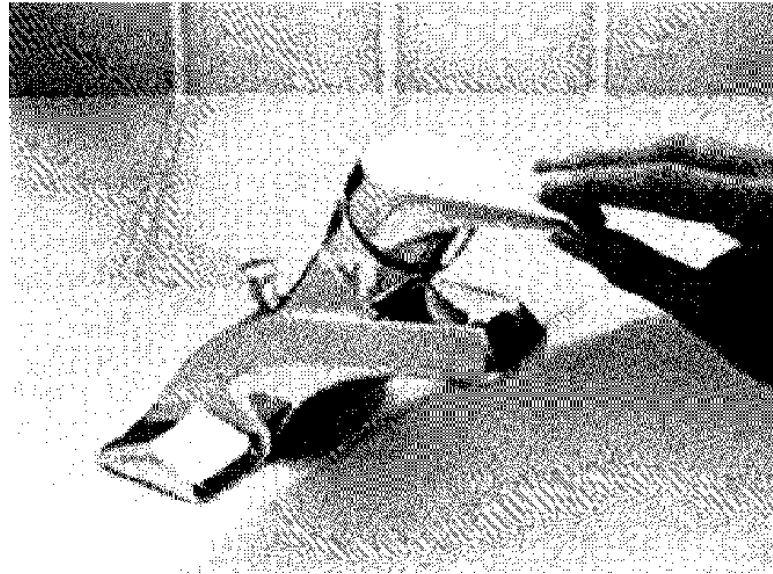
Open flame devices; candles

- All open-flame devices, candles, and incense are prohibited, except for religious celebrations.

R400.8555



CUSTOMER DRIVEN. BUSINESS MINDED.



ENVIRONMENTAL HEALTH



CUSTOMER DRIVEN. BUSINESS MINDED.

Plan Review; Approval; Inspections

Environmental health inspections by the local health department required:

- Before issuance of original license and every 2 years thereafter at renewal if:
 - The center has private well or septic.
 - The center provides food service where food is prepared AND served on-site, unless the kitchen is currently licensed to provide food service.
- Prior to adding a food service program.
- Prior to adding an infant/toddler program.
- When requested by the department.

R400.8305



CUSTOMER DRIVEN. BUSINESS MINDED.

Food Preparation Areas

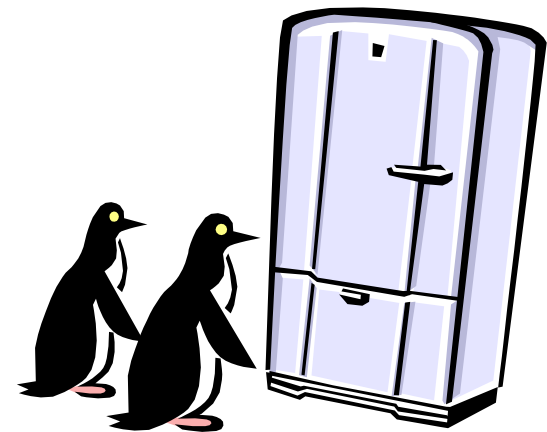
- Food contact surfaces must be:
 - Smooth.
 - Nontoxic.
 - Easily cleanable.
 - Durable.
 - Corrosion resistant.
 - Non-absorbent.
- Carpeting prohibited in food prep areas.
- Food must be free from spoilage, filth or other contamination and be safe for human consumption.

Food Preparation Areas, continued

- Live animals are prohibited in food preparation and eating areas.
- When the only food preparation is for feeding infants and toddlers, there must be a sink that is used exclusively for food preparation and clean up.

Food and Equipment Storage

- Refrigerators must be maintained at 41° F or below.
- Accurate thermometer required in refrigerator.
- Lighting fixtures near food areas must be properly shielded.



R400.8315



CUSTOMER DRIVEN. BUSINESS MINDED.

Food and Equipment Storage, continued

- Unpackaged bulk foods must be stored in clean covered containers, dates, and labeled as to the contents.
- Food not subject to further washing or cooking before serving must be stored in a way that protects it from cross-contamination from food requiring washing or cooking.
- Packaged food must not be stored in contact with water or undrained ice.

Food and Equipment Storage, continued

- Poisonous or toxic materials must not be stored with food, food service equipment, utensils, or single-service articles.
- The storage of food, food service equipment, or utensils in toilet rooms is prohibited.
- Food and utensils must be stored in a cabinet or a shelf above the floor.
- All food service equipment must be above the floor, moveable, or be properly sealed to the floor.

R400.8315



Food and Equipment Storage, continued

Meals that are transported must be:

- Prepared in commercial kitchens.
- Delivered in carriers approved by the local health department.



R400.8315



CUSTOMER DRIVEN. BUSINESS MINDED.

Food Preparation

- Food must be in sound condition, free from spoilage, filth, or other contamination and be safe for human consumption.
- Food must be prepared on food grade surfaces that have been washed, rinsed and sanitized.
- Raw fruits and vegetables must be thoroughly washed before being cooked or served.
- Staff must minimize bare-hand contact with foods that will be cooked.

R400.8320



Food Preparation, continued

- Ready to eat foods must not be prepared or served using bare hands.
- Foods must be cooked to heat all parts to safe temperatures based on Michigan Food Code.
 - Temperatures are identified in the document titled Safe Minimum Cooking Temperatures, found at [Foodsafety.gov](https://www.foodsafety.gov).

Food Preparation, continued

- Potentially hazardous foods must be thawed using 1 of the following methods:
 - In the refrigerator at a temperature not to exceed 41 degrees Fahrenheit.
 - Completely submerging the item under cold water, at a temperature of 70 degrees Fahrenheit or below, that is running fast enough to float off loose ice particles.
 - In a microwave oven for either of the following:
 - The food will be immediately transferred to conventional cooking facilities as part of a continuous cooking process.
 - The entire cooking process takes place in the microwave oven.
 - As part of the conventional cooking process.

Food Preparation, continued

- The temperature of potentially hazardous foods must be 41 degrees Fahrenheit or below, or 135 degrees Fahrenheit or above, at all times, except during necessary periods of food preparation.
- Potentially hazardous foods that have been cooked and then refrigerated or frozen must be reheated rapidly to 165 degrees Fahrenheit or higher throughout before being placed in a hot food storage facility.

Food Preparation, continued

- Accurate metal stem-type food thermometers must be used to assure the attainment and maintenance of proper internal cooking, holding, reheating, or refrigeration temperatures of all potentially hazardous foods.
- On field trips, all foods must be protected from contamination at all times.
- In the absence of proper hand washing facilities on field trips, individuals preparing and serving food shall wear sanitary disposable food service gloves.

R400.8320



Sanitization

- All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed and sanitized after each use.
- Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.
- Enamelware utensils are prohibited.
- Single-service articles must not be reused.
- Sponges must not be used in a food service operation.

R400.8325



Sanitization, continued

- Multi-use tableware and utensils must be washed, rinsed, and sanitized using 1 of the following methods:
 - A commercial dishwasher.
 - A residential dishwasher with sanitizing capability.
 - A 3-compartment sink and adequate drain boards.
 - A 2-compartment sink for washing and rinsing, a third container suitable for complete submersion for sanitizing, and adequate drain boards.

Sanitization, continued

- If the manual washing method is used, all of the following must be done:
 - Rinse and scrape all utensils and tableware before washing.
 - Thoroughly wash in detergent and water.
 - Rinse in clear water.
 - Sanitize using 1 of the following methods:
 - Immersion for at least 30 seconds in clean, hot water of at least 170 degrees Fahrenheit.
 - Immersion for at least 1 minute in a solution containing between 50 and 100 parts per million of chlorine or comparable sanitizing agent at a temperature of at least 75 degrees Fahrenheit. A test kit or other device that measures parts per million concentration of the solution must be used when a chemical is used for sanitizing.
 - Air dry.

Food Services and Nutrition Generally

- Snacks and meals must be provided by the center, except when 1 of the following circumstances occurs:
 - A majority of the children are in attendance less than 2.5 hours.
 - Food is provided by a parent.
- A written agreement must be kept on file at the center if the parent has agreed to provide formula, milk, or food.
 - The center must provide an adequate amount of formula, milk or food if the parent does not.
- Beverages and food must be appropriate for the child's individual nutritional requirements, developmental stages, and special dietary needs, including cultural preferences.

R400.8330



CUSTOMER DRIVEN. BUSINESS MINDED.

Food Services and Nutrition Generally, continued

- A center shall ensure a child who has special dietary needs is provided with snacks and meals in accordance with the child's needs and with the instructions of the child's parent or licensed health care provider.
- A center shall provide adequate staff so that food service activities do not detract from direct care and supervision of children.
- A center shall make water available to drink throughout the day to children 1 year of age and older.

Food Services and Nutrition Generally, continued

- A child shall be served meals and snacks in accordance with the following schedule:
 - Two and a half hours to 4 hours of operation: a minimum of 1 snack.
 - Four hours to 6 hours of operation: a minimum of 1 meal and 1 snack.
 - Seven hours to 10 hours of operation: a minimum of 1 meal and 2 snacks or 2 meals and 1 snack.
 - Eleven hours or more of operation: a minimum of 2 meals and 2 snacks.

Food Services and Nutrition Generally, continued

- A center must not deprive a child of a snack or meal if the child is in attendance at the time when the snack or meal is served.
- Menus must be planned in advance, dated, and posted in a place visible to parents.
 - Food substitutions must be noted on the menus the day the substitution occurs.

Food Services and Nutrition; Provided by Center

- Food and beverages provided by a center must be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the Child and Adult Care Food Program (CACFP).
 - Resources at www.fns.usda.gov/cacfp/meals-and-snacks.
- All fluid milk and fluid milk products must be pasteurized and meet the grade “A” quality standards.

Food Services and Nutrition; Provided by Center, continued

- Milk must be served from 1 of the following:
 - A commercially filled container stored in a mechanically refrigerated bulk milk dispenser.
 - A commercially filled container not to exceed 1 gallon.
 - A sanitized container only if poured directly from the original container.
- All of the following apply to milk:
 - Containers must be labeled with the date opened.
 - Milk must be served within 7 days of opening.
 - Milk must not be served if the contents appear to be unsanitary or have been unrefrigerated for a period exceeding 1 hour.
 - Milk must not be combined with the contents of other partially filled containers.

Food Services and Nutrition; Provided by Center, continued

- Uneaten food that remains on a dish from which a child has been fed must be discarded.
- Food that has been served and handled by the consumer of the food, may not be served again, unless it is in the original, unopened wrapper.
- Home canned products are prohibited.

Food Services and Nutrition; Provided by Parents

- Non-perishable food items furnished in a multi-day supply must be labeled with the date of opening and when applicable, the first and last name of the child for whom its use is intended.
- Beverages and food must be fed only to the child for whom the item is labeled.

R400.8340



CUSTOMER DRIVEN. BUSINESS MINDED.

Toilets; Hand Washing Sinks

- A center shall provide toilet and handwashing sinks as follows:
 - A center operating with children in attendance less than 5 continuous hours a day must provide at least one toilet and one hand washing sink for every 20 children or fraction thereof.
 - A center operating with children in attendance 5 or more continuous hours a day must provide at least one toilet and one hand washing sink for every 15 children or fraction thereof.

R400.8350



Toilets; Hand Washing Sinks, continued

- Any center that is new, adds an infant and toddler component, or increases the licensed infant and toddler capacity must have a diapering area with a readily accessible, designated hand washing sink.

Toilets; Hand Washing Sinks, continued

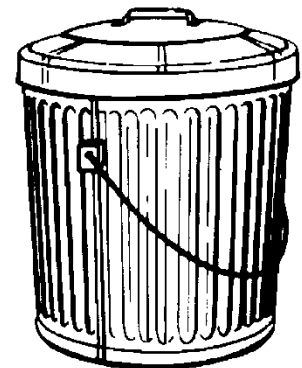
- A separate hand washing sink is required in the kitchen for all of the following:
 - A new center with a food service component.
 - A center with a food service component that remodels the kitchen.
 - Any center that adds a food service component.

Toilets; Hand Washing Sinks, continued

- Hand washing sinks for children must be accessible to children by platform or installed at children's level.
- Hand washing sinks must have warm running water not to exceed 120 degrees Fahrenheit.
- Soap and single service towels or other approved hand drying devices must be provided near hand washing sinks.
- Toilet rooms for school-age children must provide for privacy.

Garbage and Refuse

- All garbage must be removed from the center daily.
- Garbage containers must be washed when soiled.
- Garbage stored outside must be in sealed plastic bags in watertight containers with tight-fitting covers or in a covered dumpster.
- Outside garbage and refuse must be picked up or removed at a minimum of once a week.

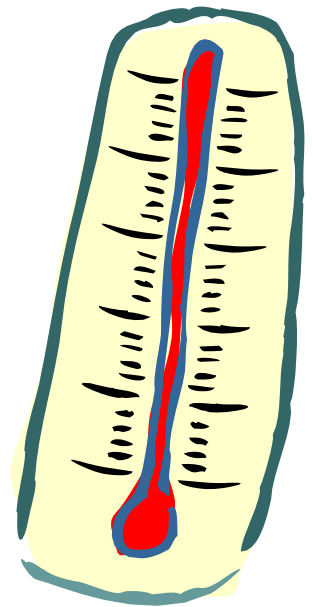


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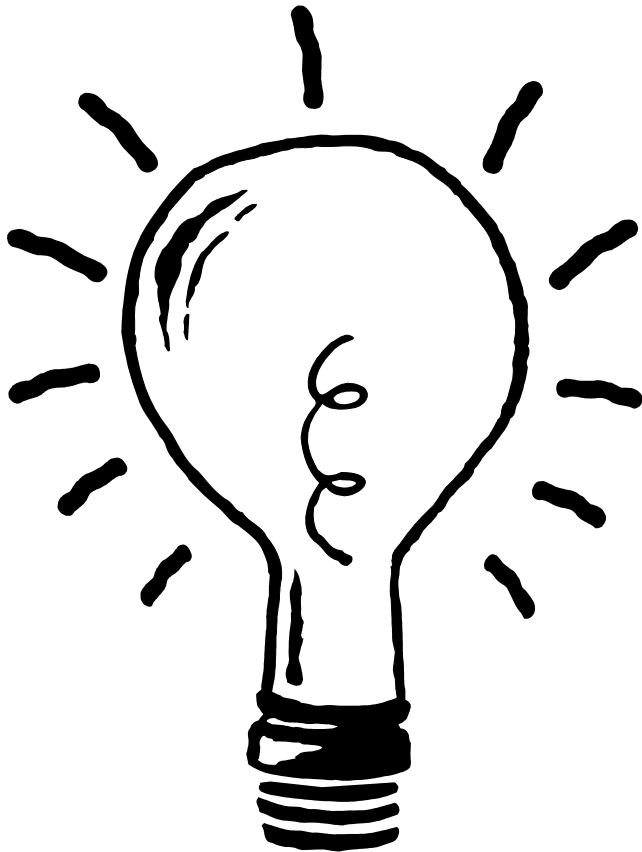


Heating; Temperature

- Indoor temp must be at least 65° F in child use areas.
- Measures must be taken to cool the children when temps exceed 82° F:
 - Air conditioning.
 - Fans inaccessible to children.
 - Open screened windows.
 - Draw blinds/drapes.
 - Use dehumidifiers to lower the relative humidity.
- Temperatures must be taken 2 feet from the ground/floor.



Light, Ventilation, and Screening



- Adequate lighting (artificial or natural) must be provided.
- Screens (at least 16 mesh) must be in good repair on windows and doors used for ventilation.
 - ❖ Not required for programs operating in school buildings.

R400.8370

Premises

- Stairs, walkways, ramps, landings, and porches must meet all of the following:
 - Must have barriers/handrails if elevated.
 - Must be maintained in a safe condition and have nonslip surfacing.
- Landings must be located outside exit doors where steps or stairs are necessary and be at least as wide as the swing of the door.
- Stairway steps must be no more than 8" in height with a minimum tread depth of 9".
- Ramps must have a minimum rise-to-run ratio of 1 to 12.

R400.8380



CUSTOMER DRIVEN. BUSINESS MINDED.

Maintenance of Premises

- Premises must be maintained in a clean and safe condition and not pose a threat to health or safety.
- Premises must be maintained so as to eliminate and prevent rodent and insect harborage.
- All of the following must be in sound and/or clean condition and maintained in good repair:
 - Roofs, exterior walls, doors, skylights, and windows must be weathertight and watertight.
 - Floors, interior walls and ceilings.

Maintenance of Premises, continued

- There must be no flaking or deteriorating paint on interior and exterior surfaces or on equipment accessible to children.
- All toilet room floor surfaces must be easily cleanable and constructed and maintained so as to be impervious to water.

R400.8380



CUSTOMER DRIVEN. BUSINESS MINDED.

Maintenance of Premises, continued

- The following must be easily cleanable and maintained in good repair:
 - Light fixtures.
 - Vent covers.
 - Wall-mounted fans.
 - Similar equipment attached to walls and ceilings.

Maintenance of Premises, continued

- Lead hazard risk assessment required on all licensed centers built prior to 1978.
- Any identified lead hazards must be corrected.
- Verification of lead hazard risk assessment must remain on file at the center.
- Go to www.michigan.gov/leadsafe for list of certified lead risk assessors.



R400.8380



CUSTOMER DRIVEN. BUSINESS MINDED.

Poisonous or Toxic Materials

- Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored out of reach of children.

R400.8385



CUSTOMER DRIVEN. BUSINESS MINDED.

INFANT/TODDLER



CUSTOMER DRIVEN. BUSINESS MINDED.

Caregiver Training

- Child care staff members must have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.
- Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained at prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Diapering; Toileting

- Physically separated from food preparation and service areas.
- Close to a sink used exclusively for hand washing.
- Have a non-absorbent, easily cleanable surface in good repair.
- Be sturdy, with railings or barriers.
- Elevated diapering table or similar structure.
- Wash, rinsed and sanitized after each use.

Diapering; Toileting, continued

- Children 1 year of age and older may be difficult to lift onto a changing table so they may be changed in the bathroom and either be changed:
 - Standing up.
 - On non-absorbent, easily cleaned and sanitized surface with a changing pad between the child and the surface.
- Diapering supplies must be within easy reach of the designated diapering area.
- A plastic-lined, tightly covered container must be used exclusively for disposable diapers and training pants and diapering supplies. The container must be emptied and sanitized at the end of each day.

Diapering; Toileting, continued

- Single-use, disposable wipes or other single-use cleaning cloths must be used.
- Diapers and training pants must be checked frequently and changed when wet or soiled.
- Diapering is not permitted on any sleep surface.
- Diapering guidelines must be posted in diapering area.
- Disposable gloves are permitted but not required.
- Disposable gloves must only be used once for a specific child and be removed and disposed of in a safe and sanitary manner after each diaper change.

Diapering; Toileting, continued

- The following apply when cloth diapers or training pants are used:
 - Each cloth diaper must be covered with an outer waterproof covering. Outer coverings must be removed as a singular unit with wet or soiled diapers and with wet or soiled training pants, if used.
 - Diapers, training pants, and outer coverings must not be re-used until washed and sanitized.
 - Rinsing the contents must not occur at the center.

(The list continues on the next slide)

Diapering; Toileting, continued

- Soiled diapers must be placed in a plastic-lined, covered container, wet bag, or other waterproof container, and used only for that child's soiled diapers.
- Soiled diapers or training pants must be stored and handled in a manner that will not contaminate any other items and must not be accessible to children.
- Soiled diapers or training pants must be removed from the center every day by the child's parent.
- A child supply of clean diapers or training pants may only be used for that child.

Diapering; Toileting, continued

- Toilet learning or training must be planned cooperatively between the child's regular caregivers and the child's parent so the toilet routine established is consistent between the center and the child's home.

Diapering; Toileting, continued

- Equipment used for toilet learning or training must be provided. All of the following equipment is acceptable for toilet learning or training:
 - Adult-sized toilets with safe and easily cleanable modified toilet seats and step aids.
 - Child-sized toilets.
 - Non-flushing toilets or potty chairs, if they are all of the following:
 - Made of a material that is easily cleanable.
 - Used only in a bathroom area.
 - Used over a surface that is impervious to moisture.
 - Washed, rinsed, and sanitized after each use.

Equipment

- A rocking chair or other comfortable, adult-sized seating must be provided for 50% of the caregiving staff on duty who are providing infant and toddler care.



R400.8173



Sleeping Equipment

- A crib or porta-crib must be provided for all infants in care.
- A crib, porta-crib, cot, or mat, and a sheet or blanket of appropriate size must be provided for all toddlers and preschoolers under 3 years of age in care.
- Car seats, infant seats, swings, bassinets, and play yards are not approved sleeping equipment.

Sleeping Equipment, continued

- Documentation from the child's health care provider is required if a child has a health issue or special need that requires the child to sleep in something other than a crib or porta-crib for infants or toddlers, or cot or mat for toddlers.
 - The documentation must include specific sleeping instructions and time frames for how long the child needs to sleep in this manner, including an end date.

Sleeping Equipment, continued

- Swaddling with a sleep sack swaddle attachment or swaddle wrap is allowed only for infants up to 2 months of age. If a child has a health issue or special need that requires the child use a swaddle attachment or swaddle wrap after the child is 2 months of age, documentation from the health provider is required. The documentation must include:
 - Specific sleeping instructions.
 - Time frames for how long the child needs to sleep in this manner, including an end date.

Sleeping Equipment, continued

- Stacking cribs are prohibited.



R400.8176

Sleeping Equipment, continued

- Cribs and porta-cribs must comply with the federal product safety standards issued by the United States Consumer Product Safety Commission, which are available for no cost at the commission's website: www.cpsc.gov.

Sleeping Equipment, continued

- A crib or porta-crib must have a firm, tight-fitting, waterproof mattress.
- A tightly fitted bottom sheet must cover the crib or porta-crib mattress with no additional padding placed between the sheet and mattress.
- Soft objects, bumper pads, stuffed toys, blankets, quilts, comforters, and other objects that could smother a child must not be placed in, or within reach of, a crib or porta-crib with a resting or sleeping infant.
- Blankets must not be draped over cribs or porta-cribs when in use.

Sleeping Equipment, continued

- Cots and mats must be constructed of a fabric or plastic that is easily cleanable, when soiled, between uses by different children, and at least once a week regardless of use by different children.

Program

- Confining equipment means equipment used to assist in caring for infants, including but is not limited to, swings, stationary activity centers, infant seats, and molded seats.
- When awake, use of confining equipment for infants must be minimized, not to exceed 30 minutes at a time.

Program, continued

- Tummy time is required daily for all infants under 12 months of age, and must meet all of the following:
 - Infants shall be directly supervised at all times while engaged in tummy time.
 - Infants shall be healthy, awake, and alert during tummy time. If an infant falls asleep, the infant must be immediately moved to a safe sleeping space.
 - During tummy time, infants shall not be placed on or near soft surfaces, including but not limited to cushions, pillows, or padded mats.
 - A parent may request in writing an exemption for their infant from tummy time. The request must be kept in the child's file.

Program, continued

- Use of media is prohibited for children under 2 years of age.



R400.8179

LARA
LICENSING AND REGULATORY AFFAIRS

CUSTOMER DRIVEN. BUSINESS MINDED.

Primary Care

- Primary caregiver means the child care staff member to whom the care of a specific infant or toddler is assigned. The primary caregiver is responsible for:
 - Direct care.
 - Verbal and physical interactions.
 - Primary responses to the child's physical and emotional needs.
 - Continued interaction with the child's parents regarding the child's experiences.



Primary Care

- All infants and toddlers must have a primary caregiver.
- No more than 4 primary caregivers allowed for a child in a week, excluding the first hour after the center opens and the hour before closing.



R400.8185



Primary Care, continued

- Information regarding a child's food, health, and temperament must be shared daily between primary caregivers when more than one primary caregiver is assigned to one infant or toddler.
- Primary caregiving assignments must be documented and provided to parents.



Sleeping, Resting, and Supervision

- Children under 3 years of age shall be provided opportunities to rest regardless of the number of hours in care.
- A center shall permit children under 18 months of age to sleep on demand.
- Infants shall rest or sleep alone in cribs or porta-cribs.
- Infants shall be placed on their backs for resting and sleeping.
- Infants unable to roll from their stomachs to their backs and from their backs to their stomachs shall be placed on their backs when found face down.

R400.8188



Sleeping, Resting, and Supervision, continued

- When infants can easily turn over from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever position they prefer for sleep.
- For an infant who cannot rest or sleep on his or her back due to disability or illness, written instructions, signed by the infant's licensed health care provider, detailing an alternative safe sleep position or other special sleeping arrangements for the infant must be followed and kept on file at the center.
 - The instructions must include an end date.

Sleeping, Resting, and Supervision, continued

- A sleeping infant's breathing, sleep position, and bedding must be monitored frequently for possible signs of distress.
- An infant's head must remain uncovered during sleep.
- Toddlers shall rest or sleep alone in cribs, porta-cribs, or on mats or cots.
- Infants and toddlers who fall asleep in a space that is not approved for sleeping shall be moved to approved sleep equipment appropriate for their age and size.

Sleeping, Resting, and Supervision, continued

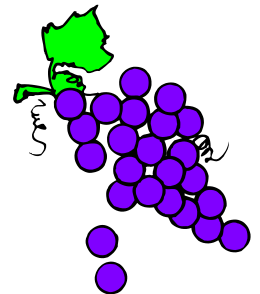
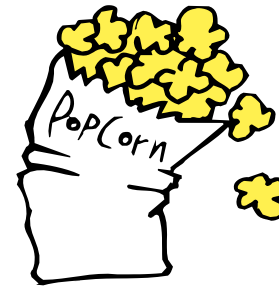
- Naptime or quiet time must be provided when children under school-age are in attendance 5 or more continuous hours per day.
- For children under school-age who do not sleep at rest time, quiet activities must be provided such as reading books or putting puzzles together.

Sleeping, Resting, and Supervision, continued

- Resting or sleeping areas must have adequate soft lighting to allow the child care staff member to assess children.
- Video surveillance equipment and baby monitors must not be used in place of monitoring infant's breathing, sleep position, and bedding.

Food Services and Nutrition Generally

- Infants and toddlers must be fed on demand.
- Foods that may easily cause choking must not be served, these include:
 - Popcorn.
 - Seeds.
 - Nuts.
 - Hard candy.
 - Uncut round foods (grapes, hot dogs, etc.).



R400.8330



CUSTOMER DRIVEN. BUSINESS MINDED.

Food Services and Nutrition Generally, continued

- Cereal must not be added to a bottle or beverage container without written parental permission.
- If food, bottles, or beverage containers are warmed, then the warming must be done in a safe, appropriate manner.
- Warming bottles and beverages containers in a microwave oven or a crockpot is prohibited.

Food Services and Nutrition Generally, continued

- Bottle warmers must be placed where children cannot access them or reach the cords for them.
- Bottle warmers must be shut off when not in use. A child care staff member must not hold a child while removing a bottle from the heating device.
- Warmed food, bottles, and beverage containers must be tested before feeding.

Food Services and Nutrition Generally, continued

- The contents of a bottle or beverage container must be discarded if any of the following apply:
 - The contents appear to be unsanitary.
 - The bottle or beverage container has been used for feeding for a period that exceeds 1 hour from the beginning of the feeding.
 - The bottle or beverage container requiring refrigeration has been unrefrigerated for 1 hour or more.
- Formula and milk, including breast milk, left in a bottle or beverage container after a feeding must not be reused.

Food Services and Nutrition Generally, continued

- Bottle propping is prohibited.
- When feeding, child care staff members shall hold infants, except when infants resist being held and are able to hold their bottle.
- Infants or toddlers shall not have bottles, beverage containers, or food in sleeping equipment.
- Children shall not have beverage containers or food while they are walking around or playing.

Food Services and Nutrition Generally, continued

- Child care staff members must foster and facilitate toddlers' independence, language, and social interactions by doing all of the following:
 - Encouraging self-feeding.
 - Serving appropriate portion sizes.
 - Sitting with toddlers during meal times.
- Breastfeeding must be supported and accommodated.
- A designated place must be set aside for use by mothers who are breastfeeding.

Food Services and Nutrition; Provided by Center

- Solid foods must be introduced to an infant according to the parent's or licensed health care provider's instructions.
- Infants must only be served formula to drink unless written authorization is provided by the child's licensed health care provider.
- Children 12 months of age until 2 years of age must be served whole homogenized Vitamin D-fortified cow's milk, except for a child with a special dietary need.
- Formula must be commercially prepared and ready-to-feed.

Food Services and Nutrition; Provided by Center, continued

- Contents remaining in single-service containers of milk must be discarded at the end of the snack or meal time.
- All containers of ready-to-feed formula, once opened, must be labeled with the date and time of opening, refrigerated, and used within 48 hours or be discarded.
- Prepared bottles and beverage containers of milk and formula must be refrigerated and labeled with the child's first and last name, date, and time of preparation.

Food Services and Nutrition; Provided by Center, continued

- Contents of unused bottles of formula must be discarded, along with any bottle liners, after 48 hours.
- All liners, nipples, formula, milk, and other materials used in bottle preparation must be prepared, handled, and stored in a sanitary manner.
- Reusable nipples and bottles must be washed, rinsed, and sanitized before reuse.

Food Services and Nutrition; Provided by Center, continued

- Bottle liners and disposable nipples must be for single use only, by an individual child, and discarded with any remaining formula or milk after use.
- Commercially packaged baby food must be served from a dish, not directly from a factory-sealed container, unless the entire container will be served to only 1 child and will be discarded at the end of the feeding period.

Food Services and Nutrition; Provided by Parents

- “Same-day supply” means for use during a single day.
- Formula and other beverages may be provided in a same-day supply by parents in either:
 - Clean, sanitary, ready-to-feed bottles or beverage containers.
 - A clean, sanitary, beverage container that the center can pour into clean and sanitary bottles before each feeding.
- Any food or beverages furnished in a same-day supply must be returned to the parent at the end of the day or discarded.

Food Services and Nutrition; Provided by Parents, continued

- “Multi-day supply” means for use over a multiple day period, up to 7 days.
- Milk, other beverages and non-perishable food may be in a multi-day supply in unopened commercial containers.
- Breast milk may be supplied in a multi-day supply in a clean, sanitized container kept in the refrigerator for up to 4 days or kept in the freezer for no more than 2 weeks.
- Milk and other beverages in a multi-day supply must be:
 - Labeled with child’s first and last name.
 - Date of opening.
 - Returned to parents or discarded within 7 days.

R400.8340



Food Services and Nutrition; Provided by Parents, continued

- Breast milk, formula, and milk must be refrigerated until used.
- Other perishable beverages and food items must be refrigerated or otherwise kept at a safe temperature until used.
 - Fresh, whole fruits and vegetables may be unrefrigerated for up to 3 calendar days in a clearly labeled and dated container.



SCHOOL-AGE



CUSTOMER DRIVEN. BUSINESS MINDED.

Multi-Site School-Age Program Director

A school-age program director with a bachelors degree in a child-related field may oversee up to 3 sites.

- Each program must operate less than 6 hours/day.
- The program director must be available to the site supervisor during all hours of operation.
- The program director must be at each site for at least 1 session/week.
- The program director must maintain written documentation of site visits, including dates and times.

Site Supervisor; Qualifications; Responsibilities

- For multi-site school-age programs with a school-age program director responsible for more than 1 center, a site supervisor shall be present at each center during all hours of operation.
- Site supervisors shall meet all of the following:
 - Be at least 19 years of age.
 - Have earned a high school diploma, GED, or equivalent.
 - Have 480 hours of experience working as a child care staff member in a program serving school-age children.
 - Have completed 15 clock hours, 1 semester hour, or 1.5 CEUs of documented school-age training.

Site Supervisor; Qualifications; Responsibilities, continued

- Site supervisors are responsible for the daily operation and implementation of the site program, supervision of the site staff, and overall care and supervision of children.
- Site supervisors must assist the multi-site school-age program director in:
 - Developing, implementing and evaluating program and center policies.
 - Administering day-to-day operations, including being available to address parent, child and staff issues.
 - Monitoring and overseeing staff.

Children's Records

Signed statement from parent at enrollment and annually thereafter:

- Child is in good health – restrictions noted.
- Immunizations are up-to-date.
- Immunization record or waiver is on file at the child's school.

Program

- A school-age program must supplement the areas of development not regularly provided for during the school day.



R400.8179



TRANSPORTATION



CUSTOMER DRIVEN. BUSINESS MINDED.

Transportation

- When parents make private arrangements for transportation, these rules do not apply.
- All of the transportation rules apply when centers provide, contract, or sponsor transportation.



R400.8710



CUSTOMER DRIVEN. BUSINESS MINDED.

Transportation

When public or public school transportation is used only the following rules apply:

- R 400.8760 – Ratios.
- R 400.8770 - Time limit on child transit.
- R 400.8149 - Parent permission for transportation.

R400.8710



Transportation

- Volunteer vehicles are those not owned by, leased by or registered to:
 - Child care center.
 - Employee of the child care center.
- These rules apply to volunteer vehicles except as noted.



R400.8710



CUSTOMER DRIVEN. BUSINESS MINDED.

All Motor Vehicles

- All motor vehicles must be in safe operating condition.
- All motor vehicles, except multifunction school activity buses and school buses inspected by the department of state police, must be inspected annually by a licensed mechanic.
 - A copy of the inspection must be kept on file at the center.
 - Volunteer vehicles are not required to be inspected.

All Motor Vehicles, continued

- Centers that use multifunction school activity buses and school buses must do all of the following:
 - Contact the department of state police to determine if an annual inspection by the department of state police is required.
 - If directed by the department of state police, obtain an annual inspection by the department of state police.
 - A copy of the inspection must be kept on file at the center.

All Motor Vehicles, continued

- A statement verifying that all motor vehicles, including volunteer vehicles, are in compliance with Michigan vehicle code safety equipment requirements.
 - The statement must be kept on file at the center.
- The use of passenger vans with a rated seating capacity of 11 or more, including volunteer vehicles, is prohibited.
- Multifunction school activity buses used for transporting children between the child care center and school must comply with all minimum safety specifications, except color, identification, and alternating flashing lights.

All Motor Vehicles, continued

- Motor vehicle seats used by children, staff, and volunteers must not face sideways.
- A truck must not be used to transport children, except in the cab.
- There must be no loose or heavy objects in the passenger compartment of any motor vehicle.

Safety Equipment in Motor Vehicles

- All motor vehicles used to transport children must carry all of the following safety equipment:
 - Three bidirectional emergency reflective triangles
 - properly cased and
 - securely stored in the motor vehicle.
 - Volunteer vehicles are exempt from this requirement.
 - A first aid kit
 - securely stored and
 - in an accessible location in the driver compartment.

Safety Equipment in Motor Vehicles, continued

- Any motor vehicle with a manufacturer's rated seating capacity of more than 10 occupants used to transport children must carry both of the following additional safety equipment:
 - Not less than three 15 minute flares or an approved battery-operated substitute
 - properly cased and
 - securely stored in the driver's compartment.
 - Fire extinguisher of dry chemical type rated not less than 2A-10BC mounted in an accessible place in the driver's compartment.
 - The fire extinguisher must be inspected and maintained in accordance with NFPA-10.
 - The fire extinguisher must bear a tag indicating the last due date of the inspection or service and the initials of the person who performed the inspection or service.

Manufacturer's Rated Seating Capacity; Restraint Devices; Safety Belts

- Each child being transported must remain seated and properly restrained by a passenger restraint device in good working condition.
 - Properly restrained means properly anchored to the vehicle seat and used according to the manufacturer's specifications.
 - Allowing 2 or more children to share a seat belt or restraint device is prohibited.
- Children transported on a school-bus or multifunction school activity bus are exempt from passenger restraint device requirements.
- The driver and all adult passengers must be seated and properly restrained by safety belts when the motor vehicle is in motion.

Restraint Devices

- Michigan law requires that children up to age 8 or under 4'9" must be properly buckled in an age appropriate child safety seat/booster seat while riding in a motor vehicle.
- Check with the Michigan State Police department to verify the appropriate Child Safety Restraint System.
 - Resources at www.michigan.gov/msp.

Motor Vehicle Operator

Drivers must:

- Be at least 18 years old.
- Possess a valid operator or chauffeur's license with the appropriate endorsement.
- Have less than 6 active points on driving record.
- Provide a copy of driving record obtained annually from the Secretary of State.
 - Resources at www.michigan.gov/sos.
- Have proof of valid insurance and registration.
- Be familiar with the contents of the first aid kit.
- Be familiar with the operation of the fire extinguisher, if a fire extinguisher is required.

R400.8750

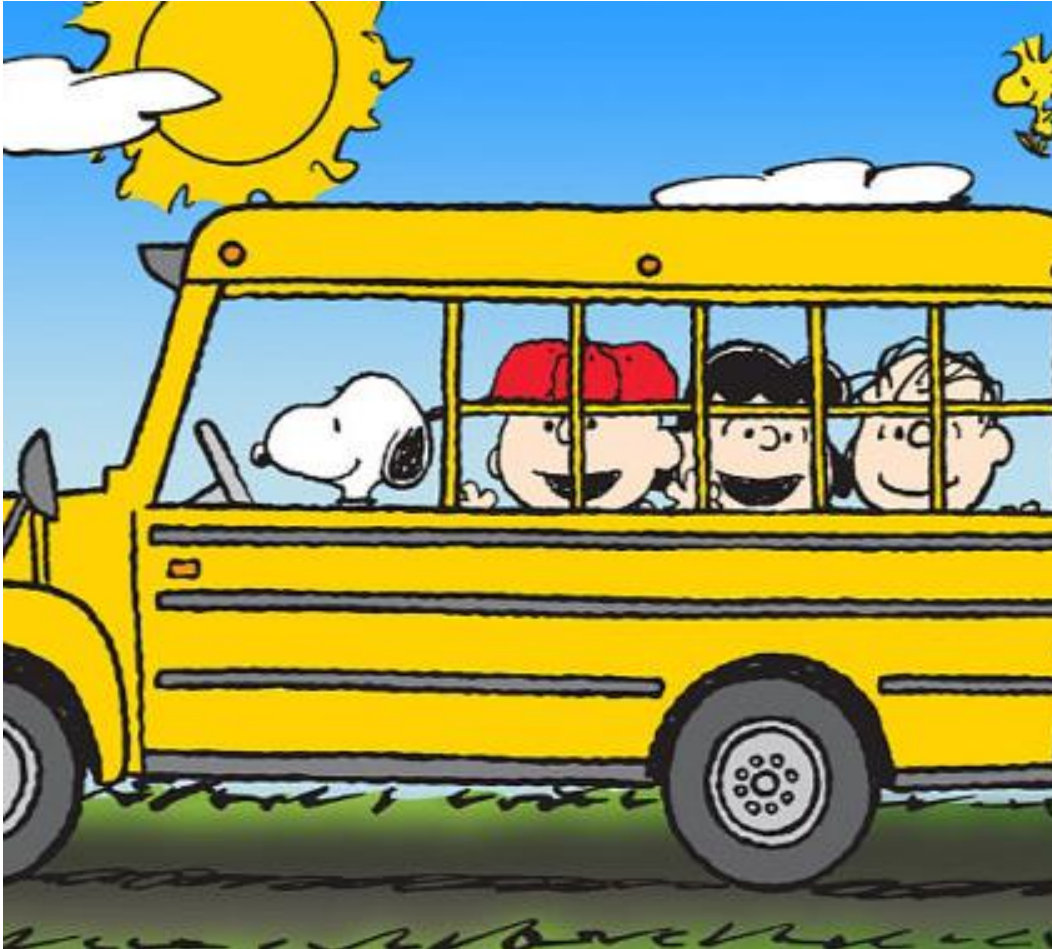


CUSTOMER DRIVEN. BUSINESS MINDED.

Motor Vehicle Operator, continued

- All of the following documents must be kept on file at the center:
 - A copy of each driver's driving record, except for drivers of volunteer motor vehicles, obtained from the secretary of state at least once a year.
 - A self-certifying statement that all volunteer drivers comply with requirements stated in the previous slide.
 - A copy of a valid driver's license for each driver.

Motor Vehicle Operator, continued



- Drivers shall be provided with a copy of the child information card or comparable substitute for each child being transported in their motor vehicles.

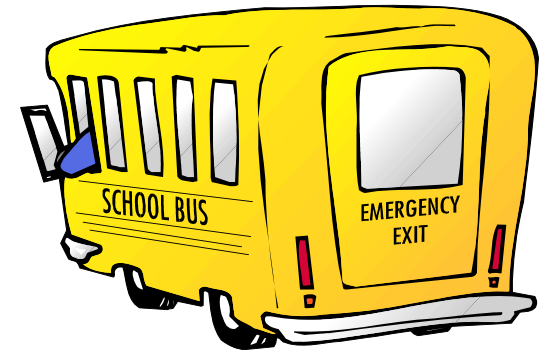
Staff and Volunteer-to-Child Ratio and Supervision in Transit

Transportation caregiver-to-child ratios:

- Infants and toddlers - 1:4. Driver does not count in the ratio.
- Preschoolers under 3 - 1:8. Driver does not count in the ratio.
(An additional staff member or volunteer is not required if only one child under 36 months of age is transported.)
- 3 year olds - 1:10. Driver may count in the ratio.
- 4 year olds - 1:12. Driver may count in the ratio.
- School-agers - 1:18. Driver may count in the ratio.
 - This requirement does not apply when school-age children are transported to and from school on school transportation or are using public transportation.

Staff and Volunteer-to-Child Ratio and Supervision In Transit

- To count in the staff member or volunteer-to-child ratios, staff members or volunteers shall be all of the following:
 - ✓ At least 16 years old.
 - ✓ Seated with the children.
 - ✓ Responsible for the supervision of children.



R400.8760



CUSTOMER DRIVEN. BUSINESS MINDED.

Staff and Volunteer-to-Child Ratio and Supervision In Transit

- When children are entering or leaving the motor vehicle, the following safety precautions must be taken:
 - ✓ Children must be received from vehicle by a staff person, a parent, or other person designated by the parent.
 - ✓ Children shall enter and leave the motor vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
 - ✓ Children must not be left unattended in a motor vehicle.
 - ✓ Children under school-age must be carried or helped into and out of the vehicle.

R400.8760



CUSTOMER DRIVEN. BUSINESS MINDED.

Time Limitation on Child Transit

- Children under school age must not be in a motor vehicle for more than 1 continuous hour.
- Rest breaks are not permitted as a way to comply with this rule.



R400.8770



CUSTOMER DRIVEN. BUSINESS MINDED.

Parent Permission

- Written permission must be obtained annually for routine transportation.
- Written permission for any transportation not considered routine must be obtained prior to each trip.
- Must be kept on file at the center.

R400.8149



Swimming



Swimming

- Lifeguard means a person who meets the following criteria:
 - Possesses an appropriate and current life guard training and certification by the American Red Cross, YWCA, YWCA, or equivalent in 1 of the following:
 - Basic life guarding for pool and all other water activities.
 - Full life guarding for pool and all other water activities.
 - Is dressed suitably to act in an emergency.
 - Is providing constant supervision.

Swimming; child care staff member-to-child ratio

- Written parental permission regarding their child's participation in swimming activities must be kept on file at the center.
- A lifeguard shall be on duty at all swimming activities and shall not be included in the child care staff member-to-child ratio.

Swimming; child care staff member-to-child ratio, continued

- For children under 3 years of age, there shall be an in-the-water ratio of 1 child care staff member to 1 child.
- For all non-swimmers 3 years of age and older, there shall be an in-the-water ratio of 1 child care staff member to 4 children when the water level is at the child's chest height or lower.
 - When the water level is above the child's chest height, there shall be an in-the-water ratio of 1 child care staff member to 1 child.
- For swimmers 3 years of age and older, there shall be an in-the-water child care staff member-to-child ratio as required by R400.8182(3).

Swimming Activity Supervision

- All child care staff members counted in the child care staff member-to-child ratio shall be both of the following:
 - Actively engaged in providing direct care, supervision, and guidance.
 - Physically able to assist children quickly.

Instructional Swim

- Instructional swim must be conducted under the supervision of a qualified water safety instructor (WSI), who is certified by the American Red Cross, in an organization such as the YMCA or YWCA, and where instructional swim is part of the organized program.
- The child care staff member-to-child ratio under R400.8182(3) must be maintained.
 - The instructor shall not be included in the ratio.

Swimming Activity Area

- All swimming areas must be maintained in a clean and safe condition.
- A public pool used for swimming must be inspected by the local health department and issued a license by the department of environmental equality.
- The water at a public or private beach must not be used if deemed unsafe by the local health department.

R400.8840



Swimming Activity Area, continued

- A working phone must be accessible on the premises.
- The use of hot tubs and private wading pools is prohibited.
- All of the following safety equipment must be readily accessible:
 - First aid kit.
 - Rescue pole or throwing rope and ring buoy.
 - Signaling device.

Types of inspections

- Original.
- Renewal.
- Interim.
- Special Investigation.



Child Care Licensing Updates

Go to www.michigan.gov/michildcare for:

- Information for providers and parents.
- Child care center rules.
- Technical assistance manual.
 - (It is recommended that this not be printed out because it is updated often.)
- Forms and publications.
- Resources.
- Sign up for electronic e-mail notifications via ListServ.



Thank you!